

REPORTS INVENTORY				CONTROL NO.	
Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140011-0				DD5/OTR/153-2	
PREPARE IN DUPLICATE					
1. TITLE OF REPORT (if a fill-in report include Form No.)				2. TYPE OF REPORT	
Membership of Staff Members on Committees				STATISTICAL	
				XX NARRATIVE	
				MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING	
		LOGISTICS		SECURITY	
		MEDICAL		FINANCE	
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)	
2		Annual		1	
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Memorandum		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.		DD/S 70-3600 28 Aug 70	
10. PREPARING COMPONENT (include lowest level contributing information to report)			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		
ISS			None		
12. COST FACTORS					
A. MANUAL PREPARATION AND REVIEW COSTS					
GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR
15	12.80	.5	6.40	1	6.40
7	4.50	.5	2.25	1	2.25
B. COSTS OF COMPUTER PRODUCED REPORTS					
TOTAL COSTS PER YEAR					\$8.65
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.					
<p>Report is necessary to assure that the Director of Training is aware of who on his staff represents OTR on various committees inside and outside the Agency. The report enables decisions to be made regarding replacements, combining effort, etc.</p>					
14. FUTURE GOALS					
GOAL PROPOSED BY COMPONENT FOR THIS REPORT				ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)				MAN-HOURS	
CHANGE				DOLLARS	
DISCONTINUE				0	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION			18. EXTENSION
9 OCT 1970		Chief, Instructional Support Staff			STAT